

Log In to Teacher Connect

1. Open Internet Explorer
2. Go to the web address **katynet**
3. Select **Student Management**
4. Select **Zangle Teacher Connect – Electronic Attendance**
5. Enter user name and network password.



6. Select TeacherConnection



Taking Attendance

1. Click on the **Attendance** Tab.



2. Verify that the date is correct (You can only change attendance for today)
3. Select your class for attendance from the drop down list.
4. You should only have **Homeroom** listed.



5. All students assigned to your homeroom will appear

Attendance Codes and Procedures

1. Attendance Code of 'Present' is default
 - a. If any student is marked something other than "Present", the office has made a change. Leave the student marked as is. If you have questions, contact the ADA clerk.

The screenshot shows the Attendance Tracking Software interface. At the top, it displays 'Training1 Training1 (2000074)' and 'Track: Cinco Ranch HS (T 007 0405)'. The 'Date' is set to '5/25/2005'. The 'Period / Term / Class' is '2 - BS - 0001-05-1 - Stu Aut'. The 'By Period' checkbox is checked. The 'Attendance' tab is selected. The 'Select Code' dropdown menu is open, showing options: 'Present', 'Absent - Unexcused', and 'Late/Early Dismissal/Non-Business'. The 'Present' option is selected. Below the dropdown is an 'Attendance Taken' checkbox. The main area displays a table with columns: 'Student Name (ID)', 'Grd', and 'Apply Code'. The table shows one student: 'Aas, Christina (A040361)' in grade '11', with the code 'Late/Early Dismissal H'. The interface also includes a 'Reset' button and a 'Submit' button.

2. If student is present, make no changes
3. If student is absent select '**Absent- Unexcused**' from the Select Code list. Click on the double arrows to the right of the student's name to change the attendance code.
4. Tardies will be handled by the office staff using the same process that has been in place.
 - a. All students arriving late to class should have a slip from the office or cafeteria
 - b. If a student arrives late to class without a slip, please send them back to the office.

Submit Attendance

1. To complete attendance submission click **Submit** in the Select Code box on the left.
2. A checkmark will appear in the 'Attendance Taken' box to confirm.
3. Attendance submission should be completed for all grade levels at **10:00 am** daily.

Notes:

- If you discover an error in your attendance submission after you post it at 10:00, please contact your ADA clerk.
- **Absent** = at 10:00, the student is NOT in the building. This includes students who left for an appointment even if they plan to return to school.
- If the internet is unavailable at 10:00, wait until it becomes available.
- In the case of an extreme, extended internet outage, an NCR form will be issued for the day. You will keep a copy and submit a copy to the office.
- Substitutes will receive a paper copy of your roster when they sign in at the front office. They should take attendance at 10:00 and submit the roster to the office.